



DIRIGO SAFETY, LLC

PUBLIC SAFETY ADVOCATES

Course Title: Maine Video Display Terminal (VDT)

Time: 1 hour

Training Program Requirements:

- **Rights Notification:** Employers must post the law and a plain-language poster outlining employee rights and responsibilities (available from the Bureau of Labor Standards at 623-7900).
- **Terminal Use:** Provide training on the proper use of video display terminals.
- **Protective Measures:** Teach strategies to prevent harm and maintain well-being.
- **Posture Guidance:** Explain how to achieve and maintain proper posture during VDT use.
- **Workstation Adjustment:** Instruct on how to correctly adjust workstation equipment for comfort and safety.

Learning Objectives:

- **Define** ergonomics and explain its benefits.
- **Recognize** early signs and symptoms of injury.
- **Identify** work activities that may lead to injury.
- **Apply** ergonomic principles to reduce injury risks.
- **Evaluate** a workstation for ergonomic safety.

Course Outline Sections:

- Introduction
 - Learning Objectives
 - Training Program Requirements
 - Definitions
 - Ergonomics
 - Benefits of Ergonomics
 - Work-Related Musculoskeletal Disorders (WMSDs)



- Work-Related Musculoskeletal Disorders (WMSDs)
 - General Information
 - What are they?
 - Symptoms of WMSDs
 - Causes of WMSDs
 - Awkward Postures
 - Solutions: Static Postures
 - Solutions: The Chair
 - Solution: The Monitor
 - Solution: The Keyboard
 - Solution: Lighting
 - Solution: Glare
 - Solutions: Workspace and Other Devices
 - Workspace Essentials
 - Telephones
 - Work Area Organizers
 - Stretching and Movement
 - Office Environment
 - Shared Workstations
 - Stress Management
- What Can You Do?
 - What You Can Do
 - Recognize and Report Symptoms
 - Engage in Ergonomics
 - Conduct Ergonomic Risk Assessments
 - Ergonomic Risk Assessment
 - Identify Hazards
 - Assess the Risk
 - Control the Risks
 - Why is it Important to Report Symptoms?
 - Work Process
 - Five Key Points to Remember



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- Ergonomics Benefits
- WMSD Awareness
- Prevention
- Early Reporting
- Your Role
- What to Look For
 - Neck Strain
 - Wrist Strain
 - Back Discomfort
 - Leg Pressure
 - Foot Position
 - Shoulder Strain
 - Improper Lighting
 - Monitor Alignment
- Getting Assistance
 - Supervisor
 - Maine Department of Labor (MDOL)
 - Resources
- Video – VDT Law
- Review
 - What is Ergonomics
 - Common Health Issues Linked to Office Hazards
 - Risks of Prolonged Sitting or Standing
 - Ergonomic Risk Assessment
 - Workplace Inspections
 - Reporting and Prevention
 - Monitor Positioning
 - Ergonomic Improvements
 - Your Supervisor's Role
- QUIZ: Maine Video Display Terminal (VDT)